

APPENDIX D

NOTICE OF SPECIAL EVENT

Use this form for coop sponsored events that are NOT a part of the regular preschool curriculum or include people not regularly enrolled in the preschool class or college course (events such as picnics, auctions, dances, other family events). EVENTS SERVING ALCOHOL CANNOT BE INSURED UNDER THE INSURANCE POLICIES.

Please send this form AT LEAST 30 DAYS before the scheduled event to your sponsoring institution:

Parent Education Program Coordinator North Seattle Community College 9600 College Way North Seattle, WA 98103

Phone: 206 527-3783 FAX: 206 527-3715

_____ Cooperative Preschool

_____ Community/Technical College

Coop Contact Person: _____ Phone: _____

Description of event: _____

Location: _____

Address: _____ Phone: _____

_____ Date of event _____

Time: From: _____ to _____ Cost of event: _____

Number of participants expected: Adults: _____ Children _____

Expected revenue from event (if applicable): _____

Items to be sold (if applicable) _____

Mode of transportation (if applicable): _____